

County Data Update

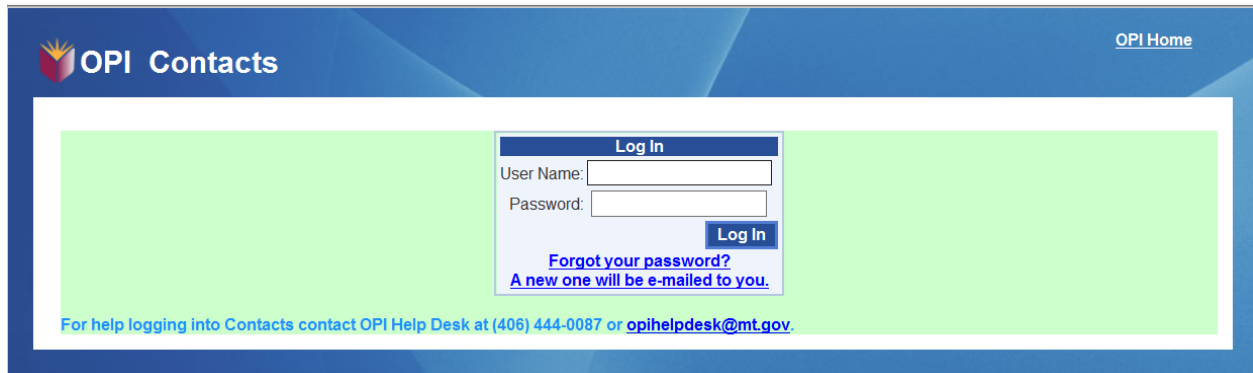
User Access

OPI Common Login is required to log into OPI Contact system. OPI Common Login is the same user ID and password as other OPI systems (ex. MAEFAIRS). If you do not have an OPI common login contact OPI Help Desk at OPIHelpDesk@mt.gov as we have setup a common login ID for all current County Superintendents.

Updating Data

Use the link below to log into the OPI Contacts system using your OPI Common Login ID:

<https://apps.opi.mt.gov/Contacts/frmLogin.aspx?ReturnUrl=%2fContacts%2ffrmDefault.aspx>

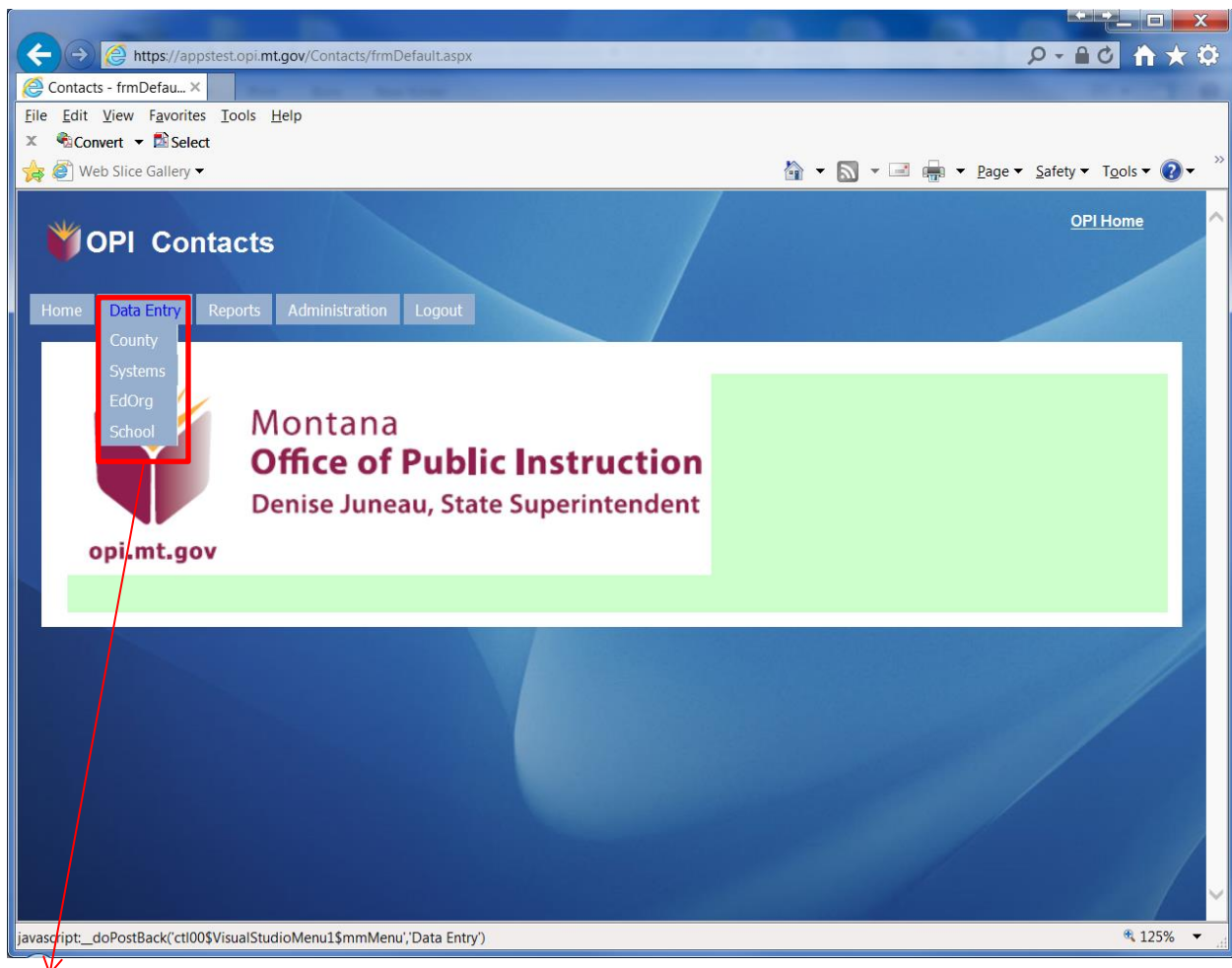


The screenshot shows the OPI Contacts login interface. At the top left is the OPI Contacts logo, and at the top right is a link to "OPI Home". The main content area has a light green background. In the center is a "Log In" box with fields for "User Name:" and "Password:", a "Log In" button, and a link for "Forgot your password? A new one will be e-mailed to you." Below the login box, a message states: "For help logging into Contacts contact OPI Help Desk at (406) 444-0087 or opihelpdesk@mt.gov."

Once logged into system you will see the below screen. Click on the **"Data Entry"** option which will be used to make the applicable changes. Note each county will only be able to see the data for their county. There are four locations, County, Systems, EdOrg, and School. Each location has specific contact information as outlined below.



The screenshot shows the OPI Contacts main menu after login. At the top left is the OPI Contacts logo, and at the top right is a link to "OPI Home". Below the logo is a navigation bar with buttons for "Home", "Data Entry", "Reports", "Administration", and "Logout". The main content area has a light green background. On the left is the Montana Office of Public Instruction logo and text: "Montana Office of Public Instruction", "Denise Juneau, State Superintendent", and "opi.mt.gov". To the right of the logo is a large empty light green box.



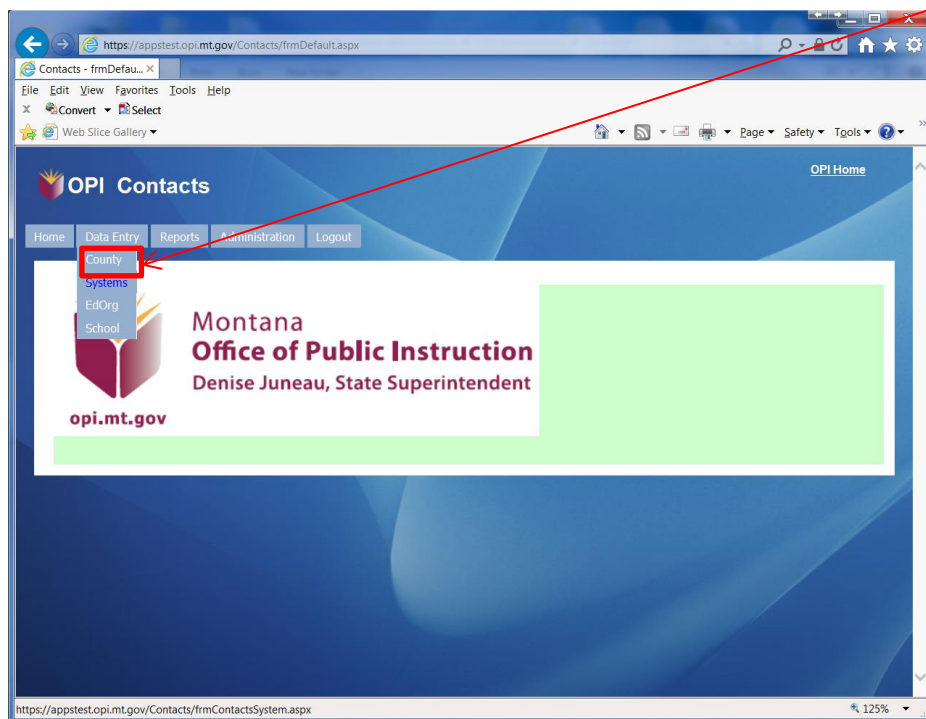
County – County Superintendent and County Treasurer

Systems – Not applicable to counties

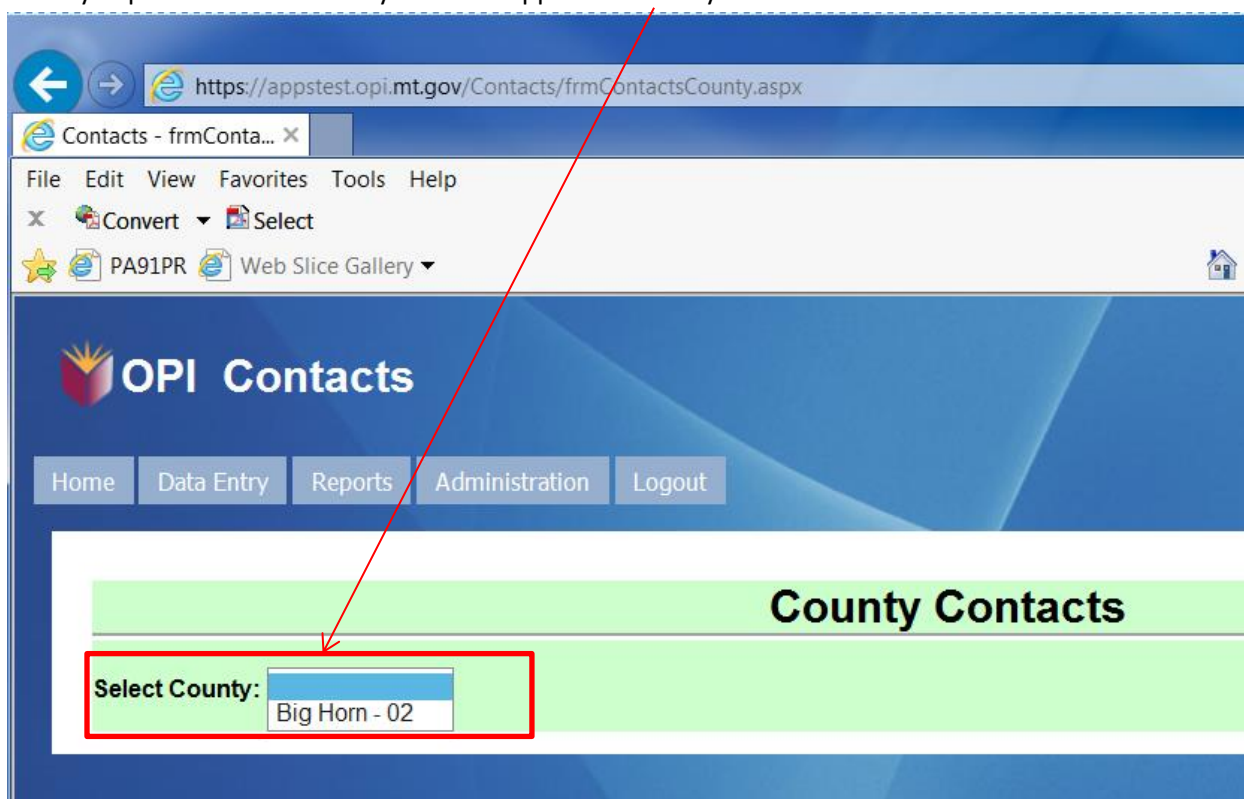
EdOrg – Not applicable to counties

School – Not applicable to counties


To verify or make a change to existing data, from **"Data Entry"** option, select the **"County"** option



You will select the location(s) assigned to you for updating. Counties have been pre-assigned so each County Superintendent will only see their applicable county.



Verify or update data as applicable:

 **OPI Contacts**

HomeData EntryReportsAdministrationLogout

County Contacts

Select County: Big Horn - 02 ▾

First Name	MI	Last Name	Role		
Sandy		Watts	COSUPT	Select	Delete
Josephine		Guptill	COTREAS	Select	Delete

Role: ▾ Title:


Contact Name: First Name MI Last Name

Address:
 MT -

Phone Number: (###) ### - #### Ext: #### Fax Number: (###) ### - ####

E-Mail:

Current data to verify or update. To update hit the “Select” button.

 **OPI Contacts**

HomeData EntryReportsAdministrationLogout

County Contacts

Select County: Big Horn - 02 ▾

First Name	MI	Last Name	Role		
Sandy		Watts	COSUPT	Select	Delete
Josephine		Guptill	COTREAS	Select	Delete

Role: COSUPT ▾ Title: County Superintendent

Contact Name: Sandy MI Watts

Address: PO Box 908
 Hardin MT 59034 -

Phone Number: (406) 665 - 9820 Ext: #### Fax Number: (406) 665 - 9823

E-Mail: swatts@co.bighorn.mt.us

Data is now presented for updating. Make necessary changes and then select the “Save” button to update changes.

Note: Contact information is limited to County Superintendent and County Treasurer.

To add a **New Contact**:

Go to the **“Data Entry”** option and select the County location. As presented below there is no information in the contact data. Add the new data and select the **“Save”** button.

OPI Contacts

Home Data Entry Reports Administration Logout

County Contacts

Select County: Big Horn - 02

First Name	MI	Last Name	Role		
Josephine		Guptill	COTREAS	Select	Delete

Role: Title:

Contact Name:

Address:
 MT -

Phone Number: () - Ext: Fax Number: () -

E-Mail:

Save **Cancel**

Last Modified By: Last Modified On:

Once the Save button has been selected you will see the new entry.

OPI Contacts

Home Data Entry Reports Administration Logout

County Contacts

Select County: Big Horn - 02

First Name	MI	Last Name	Role		
Sandy		Watts	COSUPT	Select	Delete
Josephine		Guptill	COTREAS	Select	Delete

Role: Title:

Contact Name:

Address:
 MT -

Phone Number: () - Ext: Fax Number: () -

E-Mail:

Save **Cancel**